NEC VoiP Telephone Quick Reference Guide

SOME LISTED FUNCTIONS AND FEATURES MAY NOT APPLY

FUNCTION KEYS

SOFT KEYS
The four buttons directly below telephone display

DISPLAY
When features are enabled such as Mic or CF-All/FDA will flash in your display. This lets you know a feature is enabled and is normal operation of the phone.

FEATURE
Used to access programmable features.
(i.e. Speed dial and ring tone)

RECALL
Press key to terminate established call and return internal dial tone.

CONF (Conference) – Soft Key
Used with TRANSFER key to make a conference call.

REDIAL – SILVER DISC KEY
(Last Number Redial)
Lift handset or press Speaker, press Redial to scroll through the last five number, press * on the keypad to call the number displayed.

SPEAKER
Controls hands free speakerphone operation.

ANSWER
N/A

TRANSFER
Allows the transfer of a call to another phone.

HOLD
Press to key to place an internal or external call on hold.

SILVER DISC KEYS
- Press when phone is idle to adjust display.
- Press to adjust speaker volume during speakerphone call.
- Press to adjust handset (receiver) volume during a call.
- Press to adjust ringer volume while phone is ringing.
- Press the center round button to view missed calls.
USER LOG IN AND PASSWORD WHEN APPLICABLE: If your telephone display shows login in request
   1. For login ID: enter your four digit extension number, press the SET soft key.
   2. For Password: enter 0000 in password field, press OK soft key.

HELP BUTTON:
   1. Lift handset or press SPEAKER
   2. Press The HELP button next to your VM button, this has replaced dialing 0 for assistance.
   3. Designated phones in your building will receive the HELP call.

INTERNAL CALLS:
   1. Lift handset or press Speaker.
   2. Dial the extension number.
   3. To activate a Voice Call, press the VOICE soft key. This will allow you to create two-way communication via the speakerphone feature.

EXTERNAL CALLS:
   1. Lift handset or press Speaker.
   2. Dial 8 for an outside line.
   3. Dial the telephone number as usual.

CALL HOLDING:
   With a call in progress:
      1. Press HOLD.
         a. Line key will flash green.

CALL HOLD RETRIEVE:
   1. Lift handset or press Speaker.
   2. Press flashing green line key.

TRANSFERRING A CALL:
   With a call in progress:
      1. Press Transfer. (You will hear a fast busy signal)
      2. Dial the extension number you want to transfer the call to.
         a. You may remain on the line to announce the call, or
         b. Press Transfer to return to the original call, or
         c. Hang up to complete the transfer.

CALL FORWARD ALL CALLS SET:
   1. Press Speaker.
   2. Press the CF All/FDA soft key, you may need to use the right arrow soft key to locate the FDA key.
   3. Enter the destination number.
      a. If forwarding to voicemail, enter 299.
      b. If forwarding to an outside number, enter 8 followed by the phone number.
      c. The CF All/FDA flash in the phone display when feature is enabled.
   4. Press Speaker to hang up.

CALL FORWARD ALL CALLS CANCEL:
   1. Press Speaker.
   2. Press CF All/FDA soft key. You may need to use your arrow soft key to find the CF All/FDA key.
   3. Press Speaker

CONFERENCE CALLING (With first call in progress):
   1. Press Transfer (This places the first call on hold)
   2. Now, dial 8 for an outside line then the phone number as usual or dial an extension number within the district.
3. When the next party answers, press Conf soft key. All three parties are now joined. If the next party does not answer, press Transfer to disconnect and return to the original party.

4. To add member, follow the above steps. You may have maximum 3 party conference call.

PROGRAMMING ONE TOUCH SPEED DIAL KEYS:
1. Press Feature key.
2. Press the key you wish to program.
3. Enter the telephone number or extension number (If it is an outside number, i.e. Pizza Hut or home, remember to enter the 8 before the number)
4. Press Feature to save.

LAST NUMBER REDIAL:
1. Press Redial. Press the star (*) key to dial the number.
2. You can continue to press the Redial key to scroll thru the last 5 numbers dialed.

MICROPHONE ACTIVATION AND DEACTIVATION:
1. Press MIC key. Key will illuminate red when MIC is on.